

FY 2005 OPERATING BUDGET

Submission Checklist

N/A Organizational Structure Changes (*to Fiscal & Policy Analyst*) by **October 1, 2003**

Submission of the Budget Request is due by October 15, 2003:

- X ♦ Transmittal cover letter signed by Agency Head
- X ♦ List of potential reductions amounting to two percent of Fiscal Year 2004 appropriation, less One-Time Items
- X ♦ List of potential additional budget items above final request amounting to two percent of Fiscal Year 2004 appropriation, less One-Time Items
- X ♦ Complete department-wide ranking of all funding requests over and above the base budget
- X ♦ BDIS reports
- N/A ♦ Information System Business Case Summary
- X ♦ Narratives: Department, APU and IPU Summaries
- X ♦ BUD 500/Health Care Reconciliation
- X ♦ Position Control Worksheets
- X ♦ Electronic submission (narratives only) by October 15, 2003

Operating Budget Request Distribution (original plus six bound hard copies)

Jennifer W. Davis Office of the Budget D570E Thomas Collins Building, Suite 5 Dover, DE 19901	1 3	original w/cover transmittal letter signed by agency head and hard copies (bound)
Thomas M. Jarrett Department of Technology and Information William Penn Bldg. D410 Dover, DE 19904	1	hard copy (bound)
Russell T. Larson Office of the Controller General Legislative Hall D580A Dover, DE 19901	2	hard copies (bound)

**Agency/Department must deliver copies to the proper locations listed above.
The Office of the Budget will not be responsible for delivery of the budget requests.**

Jenifer.Vaughn@state.de.us	1	electronic copy (narratives only) (email attachment)
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